



DORSET ADVENTURE PARK

HEALTH & SAFETY POLICY

January 2025

Contents

1. General Statement of Intent
 - Vision
 - Directors Accountability
 - Manager Accountability
 - Employee's responsibilities
 - Visitor's responsibilities
 2. Health and Safety Arrangements
 - Accident & Near Miss Records and Notification
 - Emergency Action Plan
 - Asbestos
 - Auditing of Health and Safety Arrangements
 - Contractors
 - Information
 - Substances
 3. Display Screen Equipment Regulations 1992
 4. Electricity at Work Regulations 1989
 - Emergency Procedure
 5. Fire Prevention
 6. First Aid
 7. Gas (Installation and Use) Regulations 1998
 8. Information, instruction and training
 9. Equipment
 10. Manual Handling Operations Regulations 1992 (MHOR)
 - Employee Responsibilities
 12. Legionella Prevention
 13. Premises
 14. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 15. Risk Assessments
 16. Security
 17. Staff Well-being/ Stress management
 18. Statutory Notices
 19. Substances Hazardous to Health (COSHH) Regulations 2002 (Amended 2014)
 20. Violence to Staff
 21. Protective Security
 22. Summary
- Appendix 1: Health and Safety Committee Meeting
- Attendance
 - Standing agenda items

1. General Statement of Intent

This Health and Safety Statement, in accordance with the Health and Safety at Work etc Act 1974, outlines the policy of Dorset Adventure Park in relation to the management of health and safety at work.

The management of health and safety will be integral to and equal with any other business function. This value is shared throughout the company. This enables the company to meet its objective of managing and conducting its activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of its employees and other relevant persons who may be affected by its business activities.

This will be achieved by the provision of:

- A positive safety culture by all Dorset Adventure Park employees
- Information, instruction, training and supervision
- A safe place of work, including safe access and egress.
- A safe work environment

The detailed arrangements for achieving these objectives are set out in the body of this policy. All employees will be made aware of this statement and have access to the full Health and Safety Policy.

Dorset Adventure Park is committed to upholding and continuously improving the standards outlined in this statement, and to meeting or exceeding legislative requirements and associated codes of practice. Sufficient authority and resources, both financial and otherwise, will be made available to enable employees to carry out their responsibilities in a reasonable and efficient manner.

The Health and Safety Policy will be reviewed in the light of experience and on a regular basis. That is, at least every year, or more frequently should there be a significant incident or any major changes to legislation, operations or personnel.

Sam Thompson, Director has overall responsibility for health, safety and welfare across the company. Day to day management of health, safety and welfare is the responsibility of the Director, Tom Campbell-Hill.

Employees share a responsibility to co-operate with management, and in accordance with section 7 of the Health and Safety at Work etc. Act 1974 are to:

- Take reasonable care of themselves and others who may be affected by their acts or omissions at work.
- Co-operate with their employer to enable him to comply with the law.



The Vision

"We are personally committed to offer students, staff and visitors a safe environment to learn, work and enjoy themselves. As a company we will ensure we give safety, education and enjoyment our priority".

Sam Thompson, Tom Campbell-Hill & Jack Thompson

Directors

January 2025

Responsibilities

Responsible Person:	Sam Thompson	Director
Responsible Person:	Tom Campbell-Hill	Director
Responsible Person:	Jack Thompson	Director
Manager:	Michael Sayles	
Manager:	Charlie Gynes	
Manager:	Shane Owen	

Directors Accountability

The directors are accountable for Health and Safety and as such is deemed to be the responsible persons. However, they delegate the day to day responsibility for all Health and Safety matters to the managers, following guidance given.

Manager Responsibilities

Specific responsibilities are to:

- Monitor and take reasonable practicable steps to instigate, maintain and develop working practices, procedures and conditions which ensure the Health, Safety & Welfare of all staff, visitors, contractors and any other person using the premises.
- Monitor the provisions for first aid and welfare and the effectiveness of the safety management communication structure.
- Take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met.
- Encourage all staff and others to promote and embrace Health and Safety culture to reduce risk.
- Ensure the periodic reviews and audits of the company Health and Safety policy and procedures.
- Encourage staff to be involved with the positive safety culture and report any identified issues.
- Clear direction by managers to support and improve health and safety culture.
- Provide clear, precise information to staff regarding Health, Safety and welfare.

Employee's Responsibilities

All employees have specific responsibilities to:

- Take reasonable care for their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work.
- Practice, maintain and develop working practices, procedures and conditions which ensure the health, safety and welfare of other staff, visitors and any other person in their charge.
- Ensure safe procedures are followed by all relevant persons.
- Ensure the use and operation of equipment as trained and in accordance with operating procedures.
- Co-operate with the Directors and Managers in matters concerning Health and Safety.
- Not interfere with or misuse anything provided for their health, safety and welfare.
- Report all Safety Events Accidents and Near Misses using the established Safety events accident reporting procedure.
- Take an active interest in promoting Health and Safety and suggest ways of reducing risks.
- Report hazards or defects in the premises, equipment or facilities to the Managers.

Visitor's Responsibilities

All relevant persons have a responsibility to:

- Take reasonable care for the own Health and Safety of themselves and others.
- Co-operate with the Health and Safety arrangements put in place by the company to protect them while using the premises.
- Observe the Health and Safety rules of the company and in particular the instructions of staff given in an emergency.

2. Health and Safety Arrangements

Safety Event & Near Miss Records and Notification

There is an accident book in the reception for all injuries to staff, visitors and contractors. Accident & near miss forms are completed by the member of staff in charge at the time or who witnessed the incident/ near miss happen. This log is continually reviewed and trends are assessed and remedial measures put in place. A Director is responsible for reporting all RIDDOR notifiable accidents to the Health and Safety Executive (HSE).

These forms must be kept for 4 years for staff, visitors and contractors. In the event of an accident involving a child, forms must be kept until the child has reached the age of 21.

Accidents to members of the public which arise out of or in connection with work which result in them being taken to hospital for treatment must be reported in the same way. An investigation will be carried out as soon as possible after any accident occurs so that problem areas or procedures are identified and remedial action taken if necessary.

Definitions of Major Injury accidents:

- Fracture of the skull, spine or pelvis.

- Fracture of any bone in the arm, wrist (but not a bone in the hand) or in the leg or ankle (but not in a bone in the foot).
- Amputation of a hand, foot or finger, thumb or toe, or where any part of the joint or bone is completely severed.
- The loss of sight of an eye, a penetrating injury to an eye, or chemical or hot metal burns to an eye.
- An injury (including burns) requiring immediate medical treatment or an injury resulting in loss of consciousness, resulting in either case from an electrical shock from any electrical circuit or equipment, whether or not due to direct contact.
- Loss of consciousness due to lack of oxygen
- Acute illness requiring medical attention, or loss of consciousness, resulting in either case from the absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring treatment where there is a reason to believe that this resulted from exposure to a pathogen or infected material.
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

Emergency Action Plan

Refer to the EAP

A critical incident is an incident where any member undertaking activity:

- A major injury as stated above;
- Has suffered a life-threatening injury or fatality;
- Is at serious risk;
- Has gone missing for a significant and unacceptable period and which may lead to the involvement of the media.

Dorset Adventure Park is committed to providing emergency planning procedures.

Asbestos

There is no asbestos located on the premises.

Auditing of Health and Safety Arrangements

Refer to the Monitoring and Reviewing Safety Arrangements Policy

The company's arrangements to monitor, establish and review Health & Safety standards in accordance with this policy include, but are not limited to, the following activities and measures:

- All staff are responsible for reporting Health & Safety concerns
- Accident Records (including slips and trips) are reviewed. Measures to resolve and an action date will be recorded.

We have a comprehensive activity review process to ensure any safety events or near-miss events are reviewed in a timely manner. Any changes that the review requires are

considered, communicated, and applied. We use technical experts to assist with both our current safety practices and any review, Industry, or equipment changes.

Contractors

Contractors will be informed of:

- The company's Health and Safety arrangements and any specific arrangements regarding site safety and emergency procedures.
- Items identified as necessary for their safe health, safety and welfare.
- Any specific hazards that may impact on their safety or the safety of other relevant persons.

Any contract will require the contractor to produce relevant information about any sub-contractors to be used and the methods to be employed to control the Health and Safety performance of these subcontractors.

The Manager and contractors are expected to keep each other informed about all known hazards which might affect each other and relevant changes to plans or systems of work in a continual way. There will be regular site meetings between the contractor and the Site Manager to ensure that good communications are maintained. The contractor will be expected to regularly monitor his/her/their own Health and Safety performance.

Information

The contractor should ensure that his employees and any sub-contractors are informed of the rules for safe working, the local hazards and necessary precautions. All involved should be clear about the delineation of the contractor's area of work and any restricted areas. There should be no confusion over the procedures for contractor's employees during an emergency e.g. when the fire alarm sounds.

Substances

The contractor should provide relevant information on any hazardous substance to be used on site which might present a risk to the Health and Safety of staff and visitors. Matters to be considered include storage, restrictions on the use of buildings and open access areas, restrictions in working hours by the contractor etc. The contractor must ensure all COSHH information is provided.

3. Display Screen Equipment Regulations 1992

These Regulations only apply to employers whose workers regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users.

For DSE users, the company will:

- Analyse workstations to assess and reduce risks.
- Make sure controls are in place.
- Provide information and training.

- Provide eye and eyesight tests on request by a registered Ophthalmic Optician.
- Review the assessment when the user or DSE changes.
- Assessment of User's Workstations.

A display screen assessment will be carried out for users each year. The assessment will not only cover the workstation itself (DSE plus furniture), but the environment (lighting, space, noise, humidity etc) and the interface between the computer and user. Assessments are to be carried out by the individual users, under the control of a Director. Where any assessment indicates the need for remedial action this will be taken.

4. Electricity at Work Regulations 1989

Dorset Adventure Park recognises the Electricity at Work Regulations, as listed on the HSE website (<https://www.hse.gov.uk/pubns/priced/hsr25.pdf>) and undertakes to comply with them in all respects.

Additional Internal Requirements:

- Contractors employed to carry out additions, alterations and tests to the distribution system, must be registered with one of several providers given NICEIC Government approval to offer Competent Person Schemes to oversee electrical work within the electrical industry.
- In addition to normal employee vigilance, there is an adequate maintenance scheme for all company- owned portable electrical items, to ensure that they are safe and suitable for use. Where staff or visitors bring their own electrical items into school, these are also tested. The inspection and, where appropriate, tests are carried out by a trained person. Inspection includes a visual examination for defects and a check on the suitability of any fuse fitted. Tests are for earth continuity and insulation resistance.
- Portable electrical items are clearly and uniquely identified i.e. by marking or labelling with an identifying number. The date of the last inspection/test is kept in a register or indicated on the appliance label.
- All portable electric tools used (including those belonging to and used by contractors) will, wherever practicable, be operated at 110 volts.
- Residual Current Devices will be provided and fitted progressively and are to be tested in accordance with the manufacturer's instructions.

Emergency Procedure

In the event of an emergency, dial 999 and be ready to give the following information:

- Company address.
- What 3 Words
- Your name.
- A brief description of the situation.
- Inform the emergency services of the best entrance to the area of the premises.

- Notify the Directors of the situation and the action taken.

Dorset Adventure Park will then follow the Emergency Action Plan.

5. Fire Prevention

Refer to Fire Risk Assessments & Policies.

A fire safety policy and fire risk assessment are implemented at the premises. A fire officer ensures adherence to the Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety (Scotland) Regulations 2005.

Fire drills are carried out when required. All site staff have received Fire Awareness training. Managers have a higher level of Fire Marshall training.

The annual review of the fire risk assessment by the Manager and Directors ensures ongoing compliance with specifications for fire precaution notices, extinguishers, alarm systems, logbooks, team training, and other requirements.

6. First Aid

Refer to First Aid Policy.

Dorset Adventure Park places a huge emphasis on staff being able to deal with first aid events safely and effectively.

All staff will hold a minimum of a 1 day Outdoor first aid qualification.

Key staff will also hold an additional qualifications.

7. Gas (Installation and Use) Regulations 1998

There is no mains gas supply to the site. There are LPG gas bottles servicing staff accommodation, showers and main kitchen. These are connected to gas bottles, which has an isolator switch that is to be closed when the gas is not in use. This meets the requirements for safe storage. The Directors will arrange for a Gas Safety Inspection each year by registered Gas Safe engineers and retain records of such checks.

8. Information, instruction and training

The provision of health and safety information, instruction and training (followed by appropriate supervision) is essential to any safe system of work. The company will provide staff with the following information, instruction and training:

All staff, whether permanent or temporary, will receive a briefing from the Manager as part of their induction. This will be repeated annually during health and safety refresher training. The contents of this training is as follows:

- Fire Awareness and Marshall Training. This including location of fire exits, assembly point and explanation of employee's responsibilities in the event of a fire.
- Health and safety briefing. This includes identification of known hazards, the group health and safety procedures, manual handling, working at height, risk assessment procedures and explanation of the employee's responsibilities.
- First aid briefing. This includes procedures to be taken in the event of an issue, and to whom they should be reported.

All Dorset Adventure Park staff, both employed and freelancers, either hold National Governing Body qualifications, or a company statement of competence signed by an appropriately experienced and qualified person consistent with the requirements of the Licensing Regulations. Copies are available for inspection if required.

9. Equipment

Specialist equipment for all activities is provided by Dorset Adventure Park. All provided equipment will be fit for manufactured purpose and is inspected as part of our adventure activities licence. Records of equipment checks are available for inspection. They will be trained by Lyon equipment to carry out and certify equipment inspections.

10. Manual Handling Operations Regulations 1992

Dorset Adventure Park will:

- Provide staff training
- So far as is reasonably practicable, avoid the need for his employees to undertake any manual handling operations at work which involve a risk of their being injured;
- Make suitable and sufficient assessments of manual handling operations

Employee Responsibilities

Each employee while at work shall make full and proper use of any system of work provided for his use by his employer in compliance with regulation 4(1)(b)(ii) of these Regulations.

Under section 7 of the HASAWA 1974 you must:

- Take reasonable care for their own health and safety and that of others who may be affected by their activities;
- Co-operate with you to enable you to comply with your health and safety duties.

11. Legionella Prevention

Refer to Legionella Policy.

Dorset Adventure Park is aware of and has assessed the risks associated with water systems and potential legionella proliferation and the following general precautionary measures must be taken to minimise the risk of exposure to legionella:

Internal checks performing the following:

- **Monthly.** Checks of the hot and cold-water systems and report any issues. This includes temperature checking of outlets, calorifiers and point of use heaters.
- **Biannually.** Descaling of shower heads.
- **Annually.** Clean out the header tanks and service the thermostatic mixer valves.

12. Premises

The Workplace Health, Safety and Welfare Regulations 1992 came into force on 1 January 1993, and concern basic workplace conditions. The company recognises that the regulations apply to all existing places of work from 1 January 1996. These Regulations should be observed and include the following requirements:

- **Ventilation.** Workplaces to be sufficiently well ventilated with air which is, as far as possible, free of impurity.
- **Temperature.** During working hours, the temperature should be "reasonable" (normally to be at least 16 degrees Celsius).
- **Lighting.** To be suitable and sufficient to enable people to work without risks to Health and Safety.
- **Cleanliness.** Floors and indoor traffic routes to be cleaned at least once per week.
- **Workstations and Seating.** To be suitable, safe and comfortable. (The requirements for users of display screens are covered separately).
- **Conditions of Floors and Traffic Routes.** These to be kept in a safe condition and have nonslip qualities. There is a requirement to keep floors and traffic routes free of obstructions which may present a hazard or impede access.
- **Windows, doors, gates and walls.** To be of a safety material or protected against breakage. To be appropriately marked or incorporate features to make it appropriate.
- **Maintenance of the Workplace and of Equipment, Devices and Systems.** There is a statutory requirement to maintain these in an efficient state, in efficient working order and in good repair.
- **Sanitary Provisions.** Suitable and sufficient sanitary conveniences shall be provided at readily accessible places.
- **Facilities.** The regulations require that facilities for rest and eating meals should be provided.

A high standard of housekeeping must be maintained throughout the premises. THIS IS EVERY STAFF MEMBERS' RESPONSIBILITY; staff must not walk past rubbish on the floor and

leave it. Not only does this present a health and safety risk, but it also reflects poorly on the company to current and prospective visitors.

13. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

A number of injuries to staff or visitors are reportable to the HSE, as follows:

- Death
- Specific serious injuries listed on the HSE website (<https://www.hse.gov.uk/riddor/specified-injuries.htm>).
- Over-seven day incapacitation of a staff member or visitor as a result of an injury (not including illness).
- Specific occupational diseases (<https://www.hse.gov.uk/riddor/occupational-diseases.htm>).
- Dangerous occurrences (<https://www.hse.gov.uk/riddor/dangerous-occurrences.htm>).
- Gas Incidents

All accidents of note will be notified to a Director, and he will make a judgement and submit the RIDDOR report where appropriate.

14. Risk Assessments

Refer to Risk Assessments

As an employer, Dorset Adventure Park has a legal duty to ensure that risks are managed - requiring them to be reduced to an "acceptable" or "tolerable" level. Under the Management of Health and Safety at Work Regulations 1999, employers, including Dorset Adventure Park, are legally obligated to evaluate the risks to health and safety stemming from any aspect of their operations.

A risk assessment entails a meticulous examination of potential hazards in our work that could cause harm to individuals. The assessment serves as a guide for determining whether adequate precautions are in place or if additional measures are necessary to prevent harm.

This requires that proportional (suitable and sufficient) risk management systems are in place, requiring Dorset Adventure Park to provide such support, training and resources to its employees as is necessary to implement this policy.

A goal of the Learning Outside the Classroom Quality Badge is to minimise the administrative burden on teachers and leaders. Consequently, many local authorities, not directly responsible for specific activities, do not necessitate evidence of risk assessments.

Company responsible person is Sam Thompson.

15. Security

Refer to CCTV Policy

The company recognises the need for proper security arrangements for the protection of staff, visitors, contractors and property both during and outside working hours. The following general security measures are in place:

- Employees will ensure internal doors and external windows are closed each evening.
- The Managers and those living on-site will check the security of the premises each evening.
- Out of bounds areas are signposted, kept locked with fencing around them to prevent unauthorised access.

Dorset Adventure Park uses closed circuit television (CCTV) images to provide a safe and secure environment for employees and for visitors to the Company's business premises, such as clients, customers, contractors and suppliers, and to protect the Company's property.

All security issues or concerns are to be raised with the Directors.

16. Staff Well-being/Stress management

It is recognised that stress can be a significant component of sickness and absence rates within a workplace and it can arise from home or work-related circumstances or a combination of the two. The company will endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

The Directors will consider the HSE management standards when looking at workplace management/ These are:

- Demands, including workload, work patterns and the work environment
- Control, regarding how much say the individual has in the way they do their work
- Support, including encouragement and resources provided by the organisation
- Relationships, and the promotion of positive working together with dealing with unacceptable behaviour
- Role, so that people understand their place and purpose within the organisation.
- Change, and the way in which communication is undertaken.

Where issues of stress are identified:

- Raise awareness of support mechanisms available
- Put an action plan in place to address any issues identified
- For return to work instances, monitor any phased return and allow the individual to provide feedback

- Records relating to any identified stress issues will be retained by the Managing Director and treated as confidential.

Employees should report any issues of concern to their Line Manager in the first instance and should co-operate with any remedial issues that are put into place.

A free and confidential service is available to all staff to help deal with personal issues such as bereavement, divorce, and issues at work.

17. Statutory Notices

"Health and Safety Information for Employees" posters are displayed in reception and offices. A current certificate of Employers' liability insurance is displayed in reception.

18. Substances Hazardous to Health (COSHH) Regulations 2002 (Amended 2014)

Dorset Adventure Park has a low risk rating, but does hold the following substances:

- Cleaning materials. These are locked away cleaning cupboards. COSHH risk assessments and data sheets are held.

Chemicals will be disposed of in accordance with the data sheets when no longer required, or if they are beyond their use date.

If a staff member wishes to bring any substance into company marked "Keep out of reach of children", they must:

- Inform the Manager, so that a COSHH risk assessment can be completed.
- Ensure that it is not accessible to children, such as storing it in a cupboard that is always locked when children are around.

19. Violence to Staff

Dorset Adventure Park recognises that all staff have a right to expect a safe place in which to work and that prompt and appropriate action will be taken on their behalf if they are subjected to abuse, threats or violence by colleagues, visitors or contractors.

Staff must report any incident of aggression or violence directed to themselves to their Line Manager immediately. All reported incidents must be recorded and reasonable and appropriate taken to support the member of staff.

20. Protective Security

See our Protective Security Policy.

Simple and easily understood plans should be made within a setting to:

- Deter terrorists looking for a target.
- Mitigate against a wider range of threats such as anti-social behaviour and other criminality
- Help keep students, staff and visitors stay safe.

It is crucial that we know what to do if there is threat at Dorset Adventure Park.

21. Summary

Whilst the Directors are accountable for health and safety and the Manager has responsibility for ensuring that the company is a safe place for staff and visitors, **ALL STAFF ARE RESPONSIBLE FOR HEALTH AND SAFETY IN THE COMPANY.**

Appendix 1: Health and Safety Committee Meeting

Attendance

- Directors
- Managers
- Supervisors

Standing agenda items

1. Apologies.
2. Matters arising from previous minutes.
3. Review of H&S since the last meeting.
4. Facilities and cyclic documentation review.
5. Patterns and trend analysis and records.
6. Fire.
7. Training since last meeting.
8. Activity Risk assessments.
9. Site risk assessments.
10. COSHH registers.
11. H&S on external roads.
12. Maintenance schedule.
13. Outdoor space maintenance of equipment.
14. Any other business.
15. Date of next meeting.